

UNDERHILL PLANNING COMMISSION

Thursday, March 14, 2019 @ 6:00 PM

Minutes

Attendance

Planning Commissioners:

Commissioner Johnathan Drew, Chair
Commissioner David Edson, Vice Chair
Commissioner Nancy Bergersen
Commissioner Carolyn Gregson
Commissioner Pat Lamphere
Commissioner Kail Romanoff
Commissioner Val Stori

Commissioner Lea Van Winkle
Commissioner Sandy Wilmot

Staff/Municipal Representatives:

Andrew Strniste, Planning Director

Others Present:

None

[5:55] Members of the Planning Commission started to convene at Underhill Town Hall around 5:55 pm.

[6:05] Chair C. Gregson, called the meeting to order. No public was in attendance to provide public comment.

AGENDA ITEM: 2019 ORGANIZATION TASKS – ELECTION OF PLANNING COMMISSION OFFICERS

[6:03] Chair C. Gregson **nominated Commissioner Drew to be the chair of the Commission.** Commissioner Wilmot seconded the motion, which was **approved unanimously.**

[6:04] Chair J. Drew **nominated Commissioner Edson to be the vice chair of the Commission.** Commissioner Lamphere seconded the motion, which was **approved unanimously.**

[6:05] Commissioner Wilmot **nominated Commissioner Romanoff to be the Commission's clerk.** The motion was seconded by Commissioner Lamphere, which was **approved unanimously.**

AGENDA ITEM: 2019 ORGANIZATION TASKS – MEETING TIME & DATES

[6:06] The Commission agreed to continued meeting on the second and fourth Thursday of each month at the same time – 6:00 PM. Commissioner Van Winkle advised that she was willing to stay longer in order to finish the Commission's business. Commissioner Wilmot agreed with Commissioner Van Winkle assertion.

AGENDA ITEM: 2019 ORGANIZATION TASKS – REVIEW RULES OF PROCEDURE

[6:07] No changes to the Commission's Rules of Procedures were proposed.

[6:08] Staff Member Strniste advised that Commissioner Bergersen decided to not pursue another term with the Commission. While posting on Front Porch Forum for a new Commissioner, the advertisement should thank Commissioner Bergersen for her time volunteering for the Commission. Commissioner Gregson advised that she would reach out to previous Commissioner David Glidden to see if he was interested in serving again on the Commission. The Conflict of Interest Policy was distributed to the Commission for them to sign.

AGENDA ITEM: OVERVIEW OF THE PLANNING COMMISSION'S SCHEDULE FOR 2019

[6:13] Char J. Drew and Staff Member Strniste informed the Commission of the anticipate schedule for 2019. They both advised that the Commission will be largely focused on the 2020 Town Plan rewrite, with an anticipated adoption date no later than June 2020. Staff Member Strniste advised that the Plan will also need certification from Chittenden County Regional Planning Commission (CCRPC); however, he plans to send them the various chapters after the Planning Commission has completed each one. Staff Member Strniste also advised that more meetings were anticipated over the summer, as the Town Plan rewrite was going to demand extra attention.

AGENDA ITEM: 2020 TOWN PLAN – SCHEDULING OF FORUMS

[6:23] The Commission began to discuss the format for the various forum. The Commission determined that three forums would be held that covered specific topics. Each of those forums would contain two different parts: the first part would be for discussion about the specific topics being covered that meeting, while the second part would be for open discussion regarding issue the public felt necessary.

[6:33] The Commission discussed other ways to promote the survey. Commissioner Stori advised that she would investigate possible avenues through the school newsletter and library newsletter, while Commissioner Van Winkle advised she would post in the Underhill Facebook Group again. Other potentials venues that were discussed to leave a poster, flyers with tear off sheets, or surveys were: the Jericho Market, Jerihill, the library, the Post Offices and Wells Market. Commissioner Stori advised she would inquire with the Library, Jericho Market, and Jerihill. Commissioner Romanoff would inquire with the Underhill Center Post Office and Wells Market. Commissioner Wilmot advised that she would inquire with the Congregation while Staff Member Strniste will inquire with St. Thomas Church.

AGENDA ITEM: 2020 TOWN PLAN – FOLLOW-UP TO TOWN MEETING DAY

[6:42] Staff Member Strniste opined that the Commission had a successful Town Meeting Day. The Commission discussed the survey results that were obtained through SurveyMonkey.com to that point.

AGENDA ITEM: 2020 TOWN PLAN – SCHEDULING OF FORUMS

[7:09] Commissioner Wilmot advised she confirmed with the Deborah Rawson Library that the Commission could hold a meeting there on Saturday, April 6, 2019. The Commission devised the following schedule for Forum Groups:

- Forum Group 1 @ 10:00 AM on April 6, 2019 : Energy, Transportation, Infrastructure
- Forum Group 2 @ 6:00 PM on April 18, 2019: Natural Resources, Land Use, Historic & Cultural Resources
- Forum Group 3 @ 6:00 PM on May 9, 2019: Services, Economic Development, Housing, Recreation
- Forum Group 4 @ 10:00 AM on May 18, 2019: General Feedback.

[7:20] Commissioners Wilmot and Stori advised that they would assist in creating a flyer. Staff Member Strniste advised that he would create a PowerPoint for the forum groups. The Commission reviewed an email from Ms. Karin Hess.

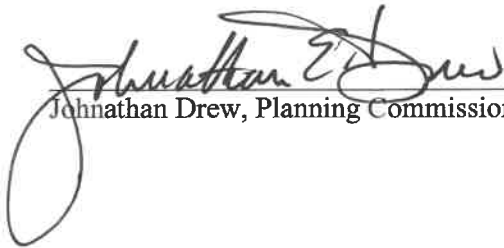
[7:25] Commissioner Wilmot made a **motion to accept the minutes as revised**. Commissioner Stori seconded the motion, which was **approved unanimously**.

[7:26] Commissioner Edson made a **motion to adjourn**. The motion was seconded by Commissioner Lamphere, and **approved unanimously**.

Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the March 14, 2019 meeting were accepted this 28 day of March, 2019.


Johnathan Drew, Planning Commission Chair